



Registering to Post Jobs on JobNet Business

It's easy to create, edit, remove and reopen job orders using JobNet Business. Simply register to use the system, then start entering and managing your job orders.

1. Register by going to www.wisconsinjobcenter.org. Click on "Business", then on the "JobNet Business" link under Recruiting.

2. This is the Login page you will use to register and access JobNet Business.

Please do not share accounts. Each person at your company who will enter job orders should have his or her own account. This provides security for you, and for your company.

To begin the registration process, click on the gray New Account button.

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 **Welcome to JobNet Business, Wisconsin's no fee job listing system!**

The JobNet Business site changed on November 14th. If this is your first time logging in since November 14th, you may find it helpful to view the [PowerPoint](#) which highlights how to use the system, and to print the [step-by-step instructions](#).

DWD reserves the right to refuse job orders which do not meet the [Conditions for Acceptable Job Listings](#).

System requirements: Internet Explorer 6.0 or Netscape Communicator 7.2 or higher.

DWD/Wisconsin Logon and Password. For your protection, a logon ID and password are required to enter and manage job listings. **Please do not share accounts.** Each person at your company who will enter job orders should have his or her own account. This provides security for you, and for your company.

Employer Login	Click here if you already have a DWD/Wisconsin Logon and Password.
New Account	Click here to establish a DWD/Wisconsin Logon and Password (a one-time process).
Forgot Password	Click here if you have forgotten your DWD/Wisconsin Logon or Password.
Change Password	Click here if you want to change your Password.
Manage Account	Click here if you want to change your Account information.

- [View a PowerPoint presentation](#) with step-by-step instructions for establishing a DWD/Wisconsin Logon and Password.
- [Print step-by-step instructions](#) for establishing a DWD/Wisconsin Logon and Password (PDF version).
- [View a PowerPoint presentation](#) with step-by-step instructions for using JobNet Business.
- [Print step-by-step instructions](#) for using JobNet Business.

Call the DWD Service Desk (hours: M-F, 7:45 am – 4:30 pm) at (608) 266-7252 if you:

- need to reset your Password.

Call the DWS Call Center at (608) 261-6317 and choose option 4 – JobNet Business if you:

- need assistance creating your DWD/Wisconsin Logon, logging in or other computer related problems.

If you need other job listing assistance, contact your nearest [Wisconsin Job Center](#).

Job listings entered into this system appear on JobNet, Wisconsin's single largest source of qualified job applicants. Your JobNet job listings are also posted to America's Job Bank for additional nationwide exposure.

JobNet is a product of the State of Wisconsin, Department of Workforce Development (DWD).

Updated November 15, 2005
[Division of Workforce Solutions](#)
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3. As a new user, you need to create an account. To do that, click on the link in Step 1.

Wisconsin Job Order System

DWD, in conjunction with other state agencies, is making changes to the current security configuration for its web applications.

In order to access the Wisconsin Job Order System, you will need to take the following steps:

1. If you already have a valid DWD\Wisconsin Logon account, you can proceed to step 2. Otherwise, create a new DWD\Wisconsin Logon account. To create this account please go to the following web site and follow the instructions on that page. After you have been given confirmation that your new DWD\Wisconsin Logon account has been created, proceed to the next step.
[Create DWD\Wisconsin Logon Account](#)
2. Login to the WJOS Account Registration process with your DWD\Wisconsin Logon account. You will be prompted for further information and account approval.
[WJOS Account Registration Page](#)
3. You will then be contacted by a Job Center Staff person once you have been approved to access the Wisconsin Job Order System. When you have access, you can navigate to WJOS at its new web address:
[Wisconsin Job Order System](#)

Note: You may also want to add this site to your bookmarks/favorites.

4. This is the DWD/Wisconsin Logon Management System screen. Please review the information on this screen, then click on the Self Registration link.

DWD/Wisconsin Logon Management System

The DWD/Wisconsin Logon Management System allows authorized individuals to access many DWD Internet applications using a single ID and password. When access to information or services is restricted to protect your privacy or the privacy of others, you will be asked to provide your DWD/Wisconsin Logon and password. Your DWD/Wisconsin Logon and password verifies your identity so that we can provide you with access to your information and services and prevent access by unauthorized individuals.

User Acceptance Agreement

Please note that only certain types of information will be stored in your user profile, as described in the [User Acceptance Agreement](#). Your user profile will never contain records such as driving history, tax information, unemployment compensation, vehicle registrations or prison records.

Sign Up for your DWD/Wisconsin Logon

[Self Registration](#) (Request a DWD/Wisconsin Logon and Password.)

Self Registration allows you to create **your personal** DWD/Wisconsin Logon. This is your key to doing secure business with DWD over the Internet.

Change / Update Your Information

[Profile Management](#) allows you to change your account information, e-mail address and other information.

Change Your Password

[Password Management](#) allows you to change your password.

Customer ID Menu

- :: [Self Registration](#)
- :: [Profile Management](#)
- :: [Password Management](#)
- :: [Forget your account information?](#)
- :: [User Acceptance Agreement](#)

5. Please read the information on the Self Registration screen. Use the scroll bar on the right side of the User Acceptance Agreement to view the entire message.

Click on either the Accept or Decline button. The Accept button will allow you to continue with the process. The Decline button will redirect you to the previous page.

The screenshot shows the 'Self Registration' page of the Wisconsin Department of Workforce Development. The page has a blue header with the Wisconsin logo and navigation links: 'wisconsin.gov home', 'state agencies', and 'subject directory'. Below the header is a white bar with 'Wisconsin Department of Workforce Development' and the DWD logo, followed by 'Site Map | News | Search | About DWD'. A light blue navigation bar contains 'Main Menu | Help | FAQ'. The main content area is light blue and titled 'Self Registration'. It includes a welcome message, a section for 'Requesting a DWD/Wisconsin Logon and Password', and a 'Starting the Self Registration Process' section. The 'User Acceptance Agreement' section features a scrollable text box showing the beginning of the agreement, a 'Printer Friendly Version' link, and 'Accept' and 'Decline' buttons. A 'Customer ID Menu' sidebar on the right lists links for Self Registration, Profile Management, Password Management, Forget your account information?, and User Acceptance Agreement. The footer contains a horizontal line and links to 'Wisconsin.gov', 'Site Map', 'Search', 'Accessibility', 'Legal', 'Feedback', and 'DWD Home'.

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Self Registration

Welcome to the DWD/Wisconsin Logon self registration process. Self Registration allows you to create your personal DWD/Wisconsin Logon. This is your key to doing secure business with the Department of Workforce Development over the Internet.

Requesting a DWD/Wisconsin Logon and Password

You will submit your contact information. Once authorized you will see a confirmation.

Starting the Self Registration Process

To begin, you must read the User Acceptance Agreement below and click Accept at the bottom of the page to agree to the terms of the usage policy. If you do not agree to the terms, click Decline.

User Acceptance Agreement

DWD/WISCONSIN LOGON MANAGEMENT SYSTEM USER ACCEPTANCE AGREEMENT

INTRODUCTION

Many State agencies provide information and services by the

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Customer ID Menu

- :: [Self Registration](#)
- :: [Profile Management](#)
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6. Complete the fields on the Account Creation screen. When you have completed the form and proofed it, click on the Submit button.

If you wish to clear the screen and start over, click on the Reset button.

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Account Creation

* Indicates Required Field

Profile Information

First Name	<input type="text"/>	*
Middle Initial	<input type="text"/>	
Last Name	<input type="text"/>	*
Suffix	<input type="text"/>	
E-Mail address is strongly encouraged so we can contact you in case of problems or changes.		
E-Mail	<input type="text"/>	
Phone	Use this format 6085551234 <input type="text"/> ext. <input type="text"/>	
Mailing Address		
Street Address	<input type="text"/>	
City	<input type="text"/>	
State/Province	<input type="text"/>	
Zip Code	<input type="text"/> - <input type="text"/>	

Account Information

Your Logon ID must be between 5-20 characters and **CAN** be a combination of letters and numbers. Your Logon ID must not contain spaces or special characters.

Logon ID	<input type="text"/>	*
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Your Password must be 7-20 characters long and **MUST** contain a combination of letters and either numbers or special characters (except the @ ? / signs). Passwords are case sensitive. Your Password cannot contain the Logon ID.

[Password Tips](#)

Password	<input type="password"/>	*
Re-enter Password	<input type="password"/>	*

Logon ID/Password Recovery

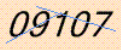
Enter a question and answer for use if you forget your DWD/Wisconsin Logon ID or Password. Your Secret Question and Secret Answer cannot contain your password.

[Secret Question and Answer Tips](#)

Secret Question	<input type="text"/>	*
Secret Answer	<input type="text"/>	*


Verification


This step helps prevent automated registrations.
If you cannot see the number below [click here](#).

	Please enter the number as it is shown in the box to the left.	<input type="text"/>	*
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7. The information you keyed is displayed. To continue, click on the "return to DWD/Wisconsin Logon Menu" link.

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Account Creation

Your DWD/Wisconsin Logon profile was successfully created.

- [make changes to your logon information](#)
- [return to DWD/Wisconsin Logon Menu](#)
- [DWD Homepage](#)

Profile Information

Logon Id	gatewayfoods2
First Name	Lou
Middle Initial	
Last Name	Roberts
Suffix	
E-Mail	lroberts@ultimatecorp.com
Phone	(608) 781 - 3126
Mailing Address	
Street Address	1525 Main St
City	Stoughton
State/Province	Wisconsin
Zip/Postal Code	53589

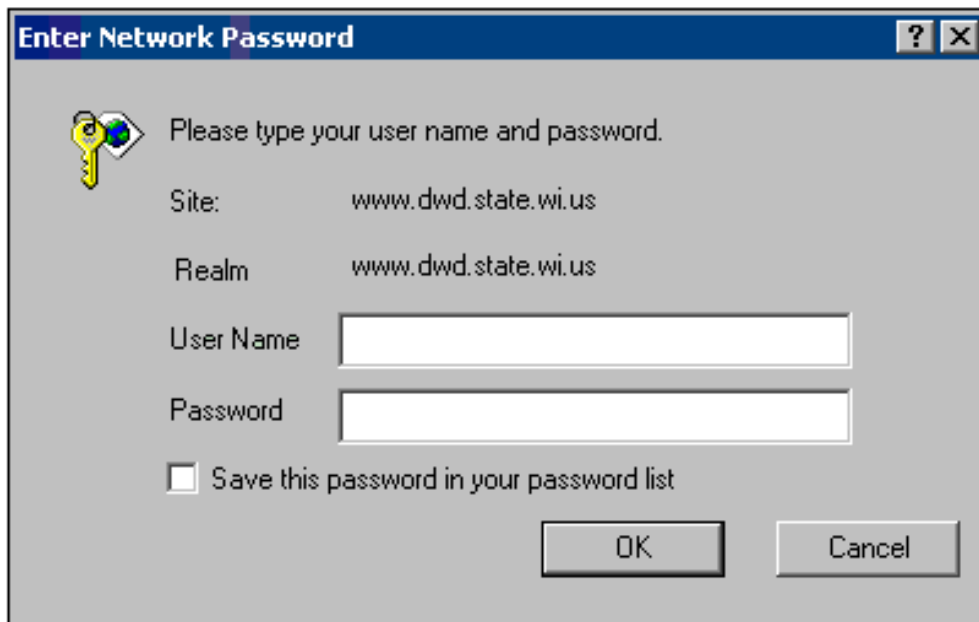
Logon ID/Password Recovery

Secret Question	What color is a banana?
Secret Answer	Yellow

Your DWD/Wisconsin Logon profile was successfully created.

- [make changes to your logon information](#)
- [return to DWD/Wisconsin Logon Menu](#)
- [DWD Homepage](#)

8. Enter the User ID you created in the User Name field. Enter the Password you created in the Password field. Click on the OK button.




The image shows a Windows-style dialog box titled "Enter Network Password". It has a blue title bar with a question mark icon and a close button (X). The main area is light gray. On the left, there is a yellow key icon with a blue and green shield. To the right of the icon, the text "Please type your user name and password." is displayed. Below this, there are two labels: "Site:" and "Realm:", each followed by the text "www.dwd.state.wi.us". Further down, there are two text input fields. The first is labeled "User Name" and the second is labeled "Password". Below the "Password" field, there is a checkbox with the text "Save this password in your password list". At the bottom right, there are two buttons: "OK" and "Cancel".

9. Complete the fields on the Initiate Request for Contact screen (see picture on next page). When selecting the County/Job Center, use the one where your company is located.

It is not necessary to register with multiple Job Centers. Your local Job Center is able to post all of your openings, regardless of where in Wisconsin the opening is occurring.

When you are finished entering data on this screen, click on the Submit button.

 JobNet Business - Initiate Request for Registration

Submit

Employer Information:
* Company Name:
* Street Address:

* City:
* State:
Zip Code: -
FEIN Code: (##-#####)
UI Account Root Number:
Site Company Description:
Text Limit: 2000 | Text Entered: 0

Contact Information:
* Role, Title or Business Area:
Salutation:
* First:
Middle Initial:
* Last:
Account ID: wiextacc\gasngo
* Telephone: - Extension:
Cell Phone: -
Fax: - Extension:
* E-Mail:
May we contact you at this address for general job center announcements?
☒ Yes ☐ No
Preferred Method of Contact:
☐ Telephone
☐ Email
☐ Fax
☐ In Person

* County/Job Center:
Request Type: Registration
Comments: If applicable to this request, please enter any comments below. We would appreciate as much information as possible.

Text Limit: 2000 | Text Entered: 0

Submit

10. You have now registered! Someone from the local Job Center will contact you to complete the registration process. As soon as that happens, you will be able to log on and use the system.



To locate the Job Center nearest you, you may call 888-258-9966 toll-free, or you can view the directory by going to www.wisconsinjobcenter.org and clicking on "Business", then on "Office Locations" on the far left menu.

